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16th March 2010

Dear Mr McLean,

Networks Administrator vacancy (ref. I.T. 3254)

I have recently completed a BSc in Geography at the University of York. I am currently studying a Postgraduate certificate in web design and development part time and I am interested in moving into a role within web development.

I would like to apply for the role of Networks Administrator (ref. I.T.3254) that you are currently advertising on your website.

After reading the job specification carefully, the relevant skills that I would bring to the role include:

- Proven ability to manage own workload, research complex technical data and deliver reports on time.
- Problem-solving skills.
- Enthusiasm for working as part of a team to complete projects on schedule.
- Budgeting skills (from my time as a representative for the Student Industrial Society).

I attach my CV for your consideration. I would welcome the opportunity to discuss this role with you in more detail at interview, and explore how I might augment your team.

Yours sincerely,

Grace Matthews